

CERTIFICATE COURSE IN

Business

UNIVERSITY OF TORONTO
DIVISION OF UNIVERSITY EXTENSION
1968-1969

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IMPORTANT NOTICE

In view of increasing costs of supplies and labour, charges set forth in this Calendar are subject to change by the Board of Governors.

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1967-68

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DIVISION OF UNIVERSITY EXTENSION

Certificate Course in Business

<i>Course Co-ordinator</i>	W. C. Hebdon, M.A., C.A.
<i>Secretary of Division</i>	Margaret Pratt, B.A.

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SESSIONAL DATES 1968-1969

CERTIFICATE COURSE IN BUSINESS

Academic Year begins	September 16, Monday
Address by the President at 2:00 p.m. Convocation Hall	September 16, Monday
Remembrance Day	November 11, Monday
Fall Convocation	November 22, Friday
Last day of lectures — term ends	December 20, Friday
Christmas Vacation	16 days
Easter Terms begins	January 6, Monday
Reading Week Lectures cancelled	February 17-22
Examinations begin	April 7, Monday
Good Friday	April 4
Start of University Commencement	May 30, Friday



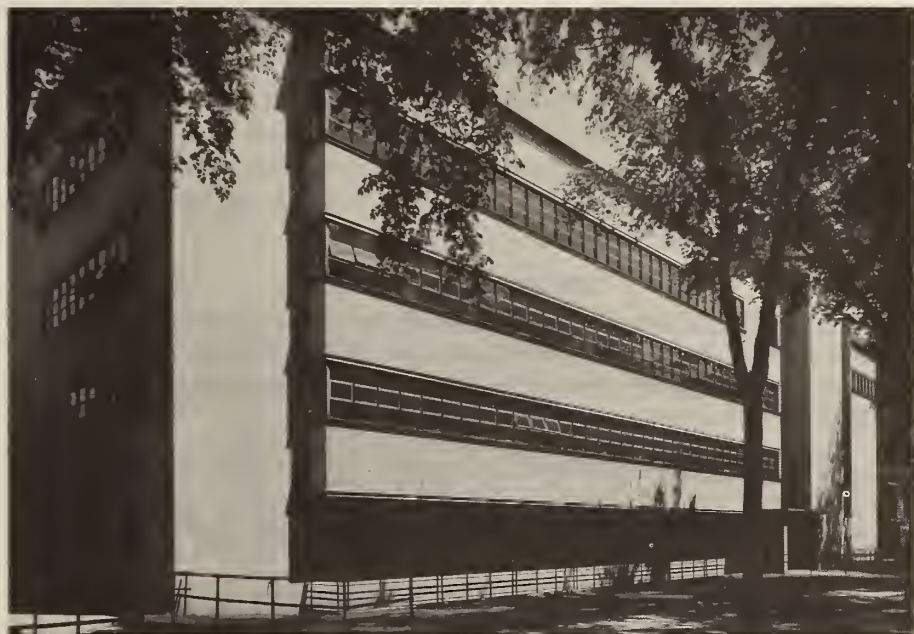
FALCONER HALL, 84 Queen's Park
Division of University Extension Administration Offices



LASH MILLER BUILDING, 80 St. George Street



FACULTY OF LAW, 78 Queen's Park



MECHANICAL BUILDING, King's College Road

CERTIFICATE COURSE IN BUSINESS

PURPOSE OF THE COURSE

The Certificate Course in Business provides instruction in the basic principles of modern business and makes it possible for men and women to continue their education and hold positions at the same time. The programme is designed for students who are capable of undertaking courses at university undergraduate level.

The approach to the various subjects will be analytical with emphasis upon general principles and theory rather than upon the mastery of specific practical techniques. It is believed that the more practical aspects of the course subjects may better be provided by business itself, whereas the theoretical analysis and general principles are more properly the function of university instruction.

CONTENT OF THE COURSE PROGRAMME

The Course Programme consists of six subjects in the field of business and industry. Three of these are compulsory, namely, Accounting, Economics and Business Organization. The Certificate programme may then be completed by the selection of three optional subjects from the following group: Business Data Processing, Business Finance, Business Law, Marketing, Personnel, Production and Statistics.

A student may enrol for not more than two subjects in any one year. Thus, it is possible to complete the programme in three years. Students should, however, consider carefully the advisability of undertaking only one subject at a time, particularly in the introductory stages of the programme.

COURSE INSTRUCTION

Instruction is given in two-hour sessions in the evenings for twenty-five weeks. Students who enrol in two subjects attend classes two evenings a week. *Classes begin September 16.* Instruction commences at 7:00 or 7:30 p.m. as indicated by the time-table.

Examinations are conducted only once a year in April. Candidates who do not present themselves for the April examination must make application in the Fall for the following Spring. This regulation also applies to those who fail to obtain standing at the April examination.

Commencing with the 1968-69 session, the Final Examinations will be written during the DAY. Examinations will be no longer than three hours and, in some cases will be shorter.

ADMISSION REQUIREMENTS

CANDIDATES OFFERING ONTARIO GRADE 13 CERTIFICATES

The following Ontario Grade 13 subjects (or their equivalent) are approved subjects for purposes of admission to this Course.

- One-credit: Biology; Chemistry; Physics; Geography; History; Music; Art. A candidate may *not* offer both Music and Art.
- Two-credit: English; French; German; Greek; Italian; Latin; Russian; Spanish; Mathematics A (alone).
- Three-credit: Mathematics A and B (two subjects).

Candidates will be required to offer standing in at least four Grade 13 subjects comprising at least seven credits and including two of English, Mathematics A, another language, with an overall average of 60%. If a seven credit programme is presented at least five of the seven credits must have been obtained in 1967 or 1968. Otherwise a nine credit programme must be presented including the specific subjects and with an overall average of at least 60%.

Candidates who have attended an Ontario High School as full-time students since 1966, must present a complete Grade 12 standing as laid down in the University of Toronto Admission Requirements.

In addition to the above certificate requirements, candidates may be required to sit a scholastic aptitude test.

Candidates offering certificates other than Ontario Grade 13 should refer to the University of Toronto Undergraduate Admission Circular, 1968-69, or enquire at the Division of University Extension.

Candidates over 25 years of age who lack standing in Grade 13 and who have had suitable business experience may be admitted to the First Year "conditionally" and will be allowed to continue on successful completion of the First Year. Such candidates may be required to complete successfully a scholastic aptitude test. Mature students are required to have a minimum of 60% standing in at least one subject at the Grade 13 level (or equivalent), before being considered for admission. (See page 16 of this Calendar re Mature Students). First year applicants are required to see a Counsellor.

ENGLISH FACILITY REQUIREMENTS

All applicants are required to submit evidence acceptable to the University of facility in English. Candidates whose mother tongue

is not English may be required to meet an appropriate standard in a recognized English facility test. The following evidence is acceptable.

(a) Standing in English on the Ontario Grade 13 Certificate, or other certificates recognized by the University as equivalent.

(b) The Certificates of Proficiency in English issued by the Universities of Cambridge or Michigan, or satisfactory achievement in the University of Michigan English Language Test. The test may be taken in Toronto through a local agent of the Michigan English Language Institute. There will be a fee for this test.

The University is prepared to consider other evidence of English facility which may be submitted for evaluation.

(Details of the foregoing may be secured from the Secretary, Division of University Extension.)

ADMISSION TO ADVANCED STANDING

A student applying for advanced standing shall submit an official transcript of his record for evaluation, together with a description of the course and the name of the author and text used. A student who holds a University Degree and is granted credit in one subject, is required to undertake only five subjects to earn his Certificate. A student who applies for advanced standing in a subject because of credits earned previously and, has not a University Degree, may be granted credit in one subject, but is required to undertake six subjects in order to earn his Certificate. Under no circumstances will credit be granted in more than one subject. No credit will be given for a passed subject in a failed year in a previous university course.

CONDITIONS FOR ACADEMIC STANDING

To receive credit in a subject of the Certificate Course in Business, a candidate must obtain at an annual examination at least 50% of the term and examination marks. To receive honour standing in the Course a candidate must obtain an overall average of at least 75%. A candidate who fails to obtain a pass mark in his term work and his examination must re-enrol in that subject.

FAILURE TO OBTAIN STANDING

Obligatory Subjects

A candidate who fails to obtain standing in an examination may, at the opening of the session, either make application to re-write the examination on payment of the \$5 examination fee, provided he has

successfully completed his term work, or pay the full tuition fee and re-enrol in the subject. A second failure in an obligatory subject necessitates withdrawal from the course.

Optional Subjects

A candidate who fails to obtain standing in an optional subject may, at the opening of the session, either make application to re-write the examination on payment of the \$5 examination fee, provided he has successfully completed his term work, or pay the full tuition fee and enrol either, in

- (a) the same option, or
- (b) select a new option.

A candidate who twice fails to obtain standing in his original option, may transfer to a new option, but failure to obtain standing in the new option, at the first time of writing, necessitates withdrawal from the Course.

A candidate who fails to obtain standing at the first time of writing an option and who then selects a new option and fails to obtain standing, will be permitted to re-write the new option only once, and if unsuccessful must withdraw from the Course.

In other words, a candidate may attempt the examination in any one subject only twice, and if unsuccessful must withdraw from the Course.

A candidate who fails to obtain standing in *THREE* examinations throughout the Course will be obliged to withdraw.

THE FRANK NICHOLSON BEARD MEMORIAL PRIZE

As a tribute to the late Mr. Frank Beard, an Associate Professor in the Department of Political Economy, who lectured in the Certificate Course in Business for eleven years, and in appreciation of his interest in the students of this course, and of the scholarship he engendered, colleagues, associates, and students have contributed to the establishment of the Frank Nicholson Beard Memorial Prize.

This Prize, of the value of \$50, will be awarded to the student in the graduating year who stands First in First Class Honours.

REGISTRATION

Registration in person may be made at 84 Queen's Park between 9 a.m. and 5 p.m., except Saturdays. Applications made by mail

should be addressed to: The Secretary, University Extension, 84 Queen's Park, Toronto 5. Telephone 928-2403, 2407.

The final date for submitting applications for the First Year is September 11.

STUDENT NUMBERS

All applicants must give their Social Insurance Number on the Application Form.

A student who has no Social Insurance Number, will be obliged to procure one before registering.

EVENING REGISTRATION AND COUNSELLING

PLACE: University Extension, 84 Queen's Park.

TIME: Monday, September 9, 7:30 - 9 p.m.

Wednesday, September 11, 7:30 - 9 p.m.

SECOND AND THIRD YEAR STUDENTS who require assistance regarding selection of, and eligibility for, optional subjects, will receive assistance from the Instructors and the Secretary.

PLACE: University Extension, 84 Queen's Park.

TIME: Tuesday, September 10, 7:30 - 8:30 p.m.

FEES

Tuition (each subject) \$105

Equivalent Certificate Fee \$5
(for Certificates other than those of the
Department of Education, Ontario)

Advanced Standing Fee \$5
(credit for academic work undertaken outside
of the University of Toronto)

REFUNDS AND WITHDRAWALS

The Secretary must be notified *in writing* or *in person* of a student's withdrawal and of the reason for his withdrawal. A student is held responsible for all courses in which he registers unless he officially withdraws. Merely ceasing to attend class does not constitute official withdrawal. Except in special circumstances, refunds will be made *only* if they are requested before *the second lecture*, accompanied by the Admit-to-Lecture Card and Income Tax Certificate. A charge of \$10 is made for a refund of fees for each subject.

DIVISION OF CLASSES

When the same subject is offered on two different evenings, the student may *indicate* his preference on his application form. In the event of unbalanced classes the Division of University Extension will be obliged to make allocations to specific evenings.

SUBJECTS OF INSTRUCTION

FIRST YEAR	Accounting (Obligatory) Economics (Obligatory)	A student may begin the Course by undertaking either one or both of these subjects.
*SECOND YEAR	Business Organization (Obligatory) One subject chosen from the list of Optional Subjects	A student must undertake Business Organization prior to, or concurrently with, the Optional Subject.
THIRD YEAR	Two subjects, not chosen previously from the list of Optional Subjects Business Data Processing Business Finance Business Law Marketing Personnel Production Statistics	

*In the 1968-69 Session TWO Courses in Business Organization will be offered.

Business Organization A
Business Organization B

Students who have successfully completed Human Factors of Administration, will enrol in Business Organization B.

Students who have not completed Human Factors of Administration will enrol in Business Organization A.

Business Organization A will cover certain aspects of the course formerly offered in Human Factors of Administration.

DESCRIPTION OF SUBJECTS

***ACCOUNTING:** An introduction to accounting with emphasis on the use and interpretation of accounting data. The preparation, interpretation and analysis of financial statements complete the study of the accounting cycle. Accounting theory is an integral part of the course, and includes asset valuation and income measurement. Other areas of study include forms of business organization — the sole proprietorship, partnership and limited company, and management accounting for control and planning.

Classes will be offered on Monday and Wednesday evenings:

Accounting A — MONDAYS
Accounting B — WEDNESDAYS } 7:15 p.m.

Instructor: G. T. GILBERT, B.COM., C.A.

Text: Meigs, Johnson and Blazouske: *Accounting — The basis for Business Decisions — Canadian Edition* (McGraw-Hill)

*Students who have had extensive accounting experience may sit a qualifying examination and, if successful, will be exempt from Accounting but will be obliged to undertake six subjects in order to qualify for the Certificate.

ECONOMICS: Introduction to economic analysis, including price theory and some of its applications; the theory of income, employment, and the general level of prices; the banking system; monetary and fiscal policies; and international trade theory.

Classes will be offered as follows:

Economics A — MONDAYS
Economics B — WEDNESDAYS } 7:30 p.m.

Instructors: Y. KOTOWITZ, B.A.
G. SLASOR, B.A.

Texts: Samuelson, P.A.: *Economics*, Canadian Edition (McGraw-Hill) and accompanying Workbook.

Commencing with the 1968-69 session, students who wish to advance more rapidly in the Certificate Course in Business may enrol in Economics 100 in either the Summer Session (Day), July 7 - August 15, 1969, or in the Summer Evening Session, May 20, 1969. See Page 16 of this Calendar.

BUSINESS ORGANIZATION A: This course reflects the increasing influence of the social sciences on the organizational activities of management. Such traditional topics as planning, organizing, directing and controlling are considered in the light of recent research in group and individual behaviour, together with examples of their application in modern business and industry.

TUESDAYS and WEDNESDAYS, 7:30 p.m.

Instructors: N. B. CORBETT, B.A.Sc.

W. J. PATTERSON, B.A.

Text: Sayles & Strauss: *Human Behaviour in Organizations* (Prentice-Hall Inc., 1966) and another text to be announced.

BUSINESS ORGANIZATION B: A consideration of the problems and practices of the business manager and government administrator. An examination is made of the various aspects of setting objectives, policy determination, organization, staffing, direction and control. The inter-relationship of the specialized functions of production, finance, marketing and personnel management is examined.

FRIDAYS, 7 p.m.

Instructor: D. W. HILLHOUSE, B.A., M.COM.

Text: Newman and Logan: *Business Policies and Central Management* (South-Western)

BUSINESS DATA PROCESSING: An introduction to information processing systems and their use in modern business enterprises. Stress is laid on the fundamentals of data processing, special technical terminology peculiar to information processing, and the elements of automatic data processing equipment. Special attention is given to the use of information processing systems by business management in performing the management function. Students will have an opportunity to program a computer and run practical exercises.

THURSDAYS, 7 p.m.

Instructor: G. G. BROWN, B.A.

Text: To be announced

BUSINESS FINANCE: Financial Management as an integral part of overall management; the central problem of committing and raising capital funds on behalf of an individual enterprise. Emphasis on an

underlying framework of analysis, an understanding of corporate financial behaviour and business practice related to issues of economic and monetary policy and theory. Sources and uses of funds; internal financing and funds flows; capital budgeting, rates of return on investment, allocation of funds among competing uses; external financing and the financial environment are discussed through case study.

Students admitted with advanced standing are advised to complete Accounting before enrolling in Business Finance.

THURSDAYS, 7:30 p.m.

Instructor: P. E. McQUILLAN, B.COM., C.A.

Text: Hunt, Willcamp & Donaldson: Basic Business Finance

(Richard D. Irwin — Third Edition)

BUSINESS LAW: This course is designed to assist businessmen to recognize and to deal with recurring day to day legal aspects of business problems and to build an understanding of those aspects of business problems which normally must be dealt with by their lawyer. The Law of Contract, Corporation Law, Securities, Taxation and Business Aspects of Municipal Law and Restrictive Practices are included in the subject matter.

WEDNESDAYS, 7 p.m.

Instructor: W. L. S. TRIVETT, B.COM., LLB.

Text: Smyth and Soberman: The Law and Business Administration in Canada. Prentice-Hall of Canada, Ltd., Toronto 1964.

MARKETING: An introduction to the structure of markets, the structure of marketing institutions, and the processes of marketing management. The course is designed to demonstrate how the analysis of markets affects the conduct of distribution and promotional activities and the development of marketing strategies consonant with marketing predispositions. Topics covered include consumer behavior, market research, product planning, institutional operations, and communications processes.

MONDAYS, 7:30 p.m.

Instructor: M. S. SOMMERS, B.COM., M.B.A., D.B.A.

Text: WILLIAM J. STANTON, *Fundamentals of Marketing*, Second Edition (McGraw-Hill, 1967).

PERSONNEL: A course designed to assist the student in gaining an appreciation of the philosophy and techniques of modern personnel management and administration.

Course content will include manpower planning and development, job evaluation and salary administration, labour relations, selection and placement, productivity and morale, employee benefits and services.

TUESDAYS, 7.30 p.m.

Instructor: R. C. WHITNEY, M.A.

Text: Pigors, Paul & C. A. Myers: *Personnel Administration*, 5th ed. 1965. (McGraw-Hill).

PRODUCTION: An introduction to a systematic study of the organization and management of the industrial firm, centering on the various techniques used in analysing, measuring, and improving the effectiveness of the men, machines, and materials involved.

The content of the course will include: plant organization, product development, plant location and layout, work measurement, work simplification, production planning and control.

MONDAYS, 7:30 p.m.

Instructor: M. J. ARMSTRONG, B.A.Sc., M.Sc.

Text: Buffa, E. S.: *Modern Production Management* (John Wiley & Sons, Inc).

ELEMENTARY STATISTICS: An introduction to the use of quantitative data in making business decisions under conditions of uncertainty. Both elementary statistical techniques and principles of statistical inference are applied to business problems. Lectures include frequency series, correlation, index numbers, and time series, but the emphasis is on probability, sampling, and the making of inferences from sample data. A knowledge of elementary algebra and geometry is necessary.

TUESDAYS, 7:30 p.m.

Instructor: MRS. VIRGINIA SAWYER, A.B., M.B.A.

Text: Freund, John E. and Williams, Frank J.: *Elementary Business Statistics: The Modern Approach*. Prentice-Hall Inc., 1964.

OTHER PROGRAMMES OF THE DIVISION OF UNIVERSITY EXTENSION

84 Queen's Park, Toronto 5

In addition to the Certificate Course in Business, the Division of University Extension offers many other courses and services. Readers of this calendar are invited to ask about:

- (1) a. *GENERAL ARTS COURSE, Extension, leading to the degree of Bachelor of Arts.
b. GENERAL SCIENCE COURSE, Extension, leading to the degree of Bachelor of Science.
c. DEGREE COURSE FOR GRADUATES OF DIPLOMA SCHOOL IN NURSING, leading to the degree of Bachelor of Science in Nursing.
- (2) COURSES FOR MATURE STUDENTS ENTERING DEGREE AND CERTIFICATE COURSES

Students twenty-five years of age or over, residents of Ontario for at least one year, who have a sound academic record and a minimum of 60% in at least one Grade 13 subject or its academic equivalent, will be considered for admission as mature students. Possession of the minimum requirements does not ensure selection. Courses with scientific content may require more than one Grade 13 subject.

To assist mature students to become qualified for admission to the University of Toronto under these terms, the Division of University Extension offers two courses which will be recognized by the University as the equivalents of Grade 13 English and Mathematics.

For further information write or telephone to:

The Division of University Extension
84 Queen's Park
Toronto 5, Ontario
928-2506

*SPECIAL STUDENTS. Applicants applying for admission as a Special Student and who have not previously registered in the Division of University Extension, must submit a Special Student application form with the required documents as shown on pages 7 and 8.

A special student from another Ontario University must substitute for the above certificates, a letter from the authorities of his own university approving his enrolment in this course.

FINAL DATES FOR APPLICATION Both Regular and Special students must send completed application forms with the required documents before the following dates:

Summer Evening Session April 1, 1969

Summer Day Session May 15, 1969

- (3) **COURSES IN THE LIBERAL ARTS.** Non-credit courses are available for adults. Courses offered are: Astronomy, Anthropology, Art Appreciation, Communication and Diction, English Composition, Mastering Good English, English Literature, Exercises for Health, French, French for Businessmen, German, Interior Design, Italian, Law, Logic, Music Courses, Natural Science, Philosophy, Political Science, Psychology, Psychology and Modern Art, Religion, Sociology, Spanish, Royal Ontario Museum Courses. **THE ORAL FRENCH SUMMER SCHOOL — SAINT-PIERRE ET MIQUELON** offers courses at the beginners, intermediate and advanced levels. Its purpose is to develop the student's ability to speak French and widen his experience of French life and culture through the daily, natural use of the language. Saint-Pierre offers an exceptional opportunity for the student to put into immediate practice what he has just learned in the classroom. In this sense French becomes truly a living language. For the student who cannot go to France during the summer, Saint-Pierre et Miquelon offers at a fraction of the cost the next best opportunity to experience a memorable and profitable holiday on French soil. Classes are held each morning of the week except Saturdays and Sundays.

- (4) **BUSINESS AND PROFESSIONAL COURSES.** The purpose of this program of studies is to assist men and women in business or other organizations to better understand the nature of organizations and how they are managed; to improve their professional understanding of the new technical and mathematical theories and activities which have come to the fore in recent years and, to acquire some knowledge of other skills requisite to their current or future work needs.

Courses are offered in the following general areas: accounting, administration, management, data processing, organizational psychology, operations research, business law, finance, taxation, economics, personnel, labour relations, marketing, statistics, computer programming, chemistry, steel, and concrete.

In some areas, long-range programs are available leading to certificates granted by such organizations as the Society of Industrial Accountants, Canadian Industrial Management Association, Institute of Canadian Bankers, Administrative Management Society, Ontario Society of Training and Development, Personnel Association of Toronto, Public Personnel Association.

(5) CERTIFICATE COURSE IN PUBLIC ADMINISTRATION.

This course is intended primarily for those with considerable experience in the public service who wish to acquire a broader background in the political and social sciences essential to an understanding of the executive branch of government and its functions. It is not intended as preparation for those planning to enter public service. Emphasis is on Canadian government at all levels (Federal, Provincial, and Municipal), and their major problem areas. One or two subjects may be undertaken each year. Six subjects are required for graduation.

(6) CERTIFICATE COURSE IN CRIMINOLOGY. This course is intended for those with considerable experience in the fields of law enforcement, criminology, adjudication, and the correctional services, who wish to deepen their knowledge and understanding of criminology in its various aspects. It examines some of the basic problems of crime, the administration of criminal justice, and the treatment of offenders. One or two subjects may be undertaken each year with six subjects required for graduation.

(7) CORRESPONDENCE COURSES. Correspondence Courses are conducted by the Division of University Extension in a wide range of subjects. Various organizations enrol students in programmes appropriate to their requirements and grant recognition for successful completion.

Correspondence courses are currently provided for the following institutions:

Association of Administrative Assistants
Association of Professional Engineers of Ontario
Canadian Credit Institute
Canadian Institute of Realtors
Canadian Institute of Traffic and Transportation
Chartered Institute of Secretaries
Chemical Institute of Canada
International Association of Personnel in Employment
Security
Ontario Association of School Business Officials

FOR INFORMATION on the above courses, telephone 928-2412,
928-2413. Evenings 928-2394.

THE SCHOOL OF BUSINESS
THE GRADUATE PROGRAMME IN BUSINESS
ADMINISTRATION

The School of Business offers two graduate programmes in Business Administration — the Master of Business Administration programme and the Diploma Course in Business Administration. Applicants must hold a degree from a recognized university.

The Master's programme is a two-year course conducted by the School of Business under the jurisdiction of the School of Graduate Studies. The work of the Master's programme must be undertaken on a full-time basis.

The Diploma Course in Business Administration is a one-year programme offered by the School of Business. The course may be undertaken either full-time or part-time in day classes, or part-time in evening classes. A period of three years is required to complete the Diploma Course by part-time study.

The School of Business calendar may be obtained by telephoning 928-3423.

CAMPUS CO-OPERATIVE RESIDENCE INCORPORATED offers residence and apartment accommodation for graduate and undergraduate students. Total occupancy is 300 in residence, male and female, and 50 in apartments. Meals are provided, and non-residents are invited to eat at the Co-op Dining Rooms. Since the University of Toronto has no official connection with Campus Co-operative Residence, Inc., inquiries should be addressed direct to:

Campus Co-operative Residence Incorporated
395 Huron Street Toronto 5, Ontario Tel: 921-3168

ROCHDALE COLLEGE will open in September, 1968, to offer student accommodation of varying forms. Single and double rooms, suites, and apartments will be offered at reasonable rates. Total accommodation will be about 850 students, both male and female. A large cafeteria is contained within the building. Students may take advantage of the educational program of Rochdale College on either a full or part-time basis if they so desire. Rochdale College will be operated on the Co-operative System. Since the University of Toronto has no official connection with Rochdale College, all inquiries should be addressed direct to:

Rochdale College Reservations Office
395 Huron Street Toronto 5, Ontario Tel: 921-3168

The University of Toronto issues the following calendars and other publications concerning courses of instruction given by the University, any one of which may be had on application to the Office of Admissions of the University, or to the Secretary of the Faculty, School or Institute about which information is sought.

GENERAL INFORMATION	University of Toronto Handbook
ADMISSION INFORMATION	Admission Awards Admission Circular
APPLIED SCIENCE AND ENGINEERING	Faculty of Applied Science and Engineering Engineering at Toronto — descriptive brochure Diploma Course in Operation Research
ARCHITECTURE.....	Faculty of Architecture, Urban and Regional Planning and Landscape Architecture Landscape Architecture — descriptive brochure Graduate Work in Architecture — descriptive brochure
ARTS AND SCIENCE	Faculty of Arts and Science Courses and Subjects in Arts and Science Diploma Course in Computing and Data Processing
BUSINESS	School of Business — Graduate Programme in Business Administration
CHILD STUDY	Institute of Child Study
DENTISTRY	Faculty of Dentistry Division of Postgraduate Dental Education Division of Dental Hygiene
EDUCATION	The College of Education Graduate Degrees in Education*
EXTENSION	Degree Courses in Extension Certificate Course in Business Certificate Course in Public Administration Certificate Course in Criminology Evening & Afternoon Courses in the Liberal Arts Business and Professional Courses Correspondence Courses Pre-School Education
FOOD SCIENCES	Faculty of Food Sciences
FORESTRY	Faculty of Forestry
GRADUATE STUDIES	School of Graduate Studies
HYGIENE	School of Hygiene

LAW	Faculty of Law
LIBRARY SCIENCE	School of Library Science
MEDICINE	Faculty of Medicine Division of Rehabilitation Medicine Division of Postgraduate Medical Education
MUSIC	Faculty of Music The Royal Conservatory of Music School of Music Year Book General Syllabus Pianoforte and Theory Syllabus
NURSING	School of Nursing
PHARMACY	Faculty of Pharmacy
PHYSICAL AND HEALTH EDUCATION	School of Physical and Health Education
SOCIAL WORK	School of Social Work

*Write to: Ontario Institute for Studies in Education, 102 Bloor Street West,
Toronto 5, Ontario.

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